

19 March 1976

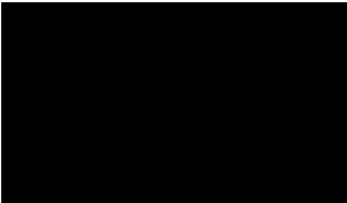
MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of ADMAG Business Meeting - 18 March 1976

1. The following ADMAG members were present at the business meeting held on 11 March 1976:

OfficeName

Joint Computer Support
MG Career Sub-Group
Medical Services
Logistics
Personnel
Communications

 (Chairman)

STATINTL

2. This business meeting was held expressly to review the draft memorandums in an effort to finalize their context and contents. Three drafts were reviewed with the following results:

a. Pay Parking - The expanded shuttle bus service recommendation contained in paragraph 3 c of the draft has been deleted. This would be a recommendation for the government to engage in an illegal enterprise. The shuttle service topic will be included in paragraph 3 a of the memorandum recommendation, requesting the employees be advised of why this service is not available. With these changes, ADMAG was in agreement to forward the memo to the DDA.

b. Vacancy Notices - A lengthy discussion ensued, partially due to the vagueness of the memorandum in making a distinction between the "professional, semi-professional and clerical" levels. The discussion ranged from the uncertainty of some members regarding recommending adoption of the procedure by non-participating offices, to differences in opinion on the issue as a whole. As a result, the members present agreed to give the topic further individual consideration and re-discuss at the next meeting.

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c. Consultative Services - The term "consultative" created some confusion and has been replaced with "Information Services". A "point and counter-point" discussion (debate) evolved on this subject with some members questioning the need for the service and others citing personal and known examples. The opinion was expressed that an individual could consult his administrative support officer (if you have one) or the Organizational and Functional Directory sections in the Agency Telephone Directory and find the office you should contact for your particular question. The members agreed to review the contents of the Telephone Directories and re-address this subject at the next business meeting.

STATINTL 3. Changes to the Car Pool Association draft were submitted by [REDACTED] and the revised draft is attached.

STATINTL 4. Many of the subjects under review by the ADMAG group are related to the Office of Logistics, and [REDACTED] volunteered STATINTL to ask [REDACTED], Chief, Logistical Service Division, to attend an ADMAG meeting and provide some insight and background on these topics.

5. AGENDA for the next business meeting to be held Wednesday, 24 March at 1630 hours in the OMS conference room (1D4021).

Review the following draft memorandums:

a. Employee Concerns Regarding Vacancy Notices

b. Information Services (formerly Consultative Services)

c. Non-Profit Car Pool Association

d. After-Hours Security Checks

e. Employee Pride in Agency Accomplishments

6. Other pending business - for the record:

a. Two-grade promotions

b. Management training

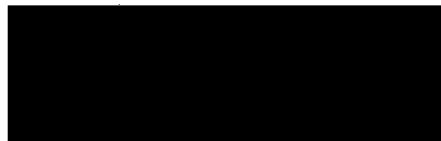
c. Small car lanes

d. Car Pool Passes

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7. Completed Business:

Memorandum to the DDA on "Pay Parking at Non-Headquarters Buildings"



STATINTL

Attachment:
As stated

Distribution:
1 copy each ADMAG member
1 copy [redacted]

STATINTL

19 March 1976

MEMORANDUM FOR: Deputy Director for Administration

FROM : [REDACTED]
Chairman, ADMAG

STATINTL

SUBJECT : ADMAG Comments on Pay Parking at Non-Headquarters Buildings

1. Pay parking has historically been a source of consternation to those individuals assigned to areas where free parking is not available and as a result is a constant subject of discussion and complaint. Employees required to pay for their parking are faced with the loss of salary equivalent to one in-grade step, virtually caused by their misfortunate assignments. They continually contemplate the apparent inequity of a few employees paying for parking and the majority of employees having free parking privileges.

2. Management has not been deaf nor cold hearted about this condition and has explored the possibility of providing financial relief with negative results due to government regulations. Although the ultimate solution, reimburse the employees for parking is not legally possible, ADMAG feels there may be other possibilities that will defray expenditures and reduce out of pocket expenses.

3. ADMAG recommends the DDA take the following actions to inform the affected employees and ascertain possible non-financial assistance.

a. Publish, and re-issue periodically, the information regarding the explorations into providing financial support and the reasons why the Agency was not able to provide this type of assistance to the employees. This publication should also include other areas that have been explored or suggested and rejected, such as expanded shuttle bus service.

b. Request the Office of Logistics assistance in determining the number of potential public transportation customers according to geographical zones and if numbers warrant, bring this to the attention of public transportation companies. These companies should be encouraged to develop service to meet the demand. This service could conceivably

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be additional bus runs, express service, leased
services, etc.

STATINTL



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*I am still not clear what
types of services we are talking
about.*

ADMAG D R A F T
15 March 1976

Info
SUBJECT: ~~Consultative~~ Services

1. ADMAG, during discussion and question sessions with employees at Trends and Highlights sessions, has found a significant number of employees are unaware of the services and assistance provided by offices within the Agency. This ignorance (lack of knowledge) is in part due to the employee failing to receive, read, remember or retain bulletins on these subjects, and consequently not knowing where to find or seek this type of information when needed.
2. Services to employees fall into two separate and distinct categories. The first, and most confusing to the employee, is what assistance and services of a personal nature, such as medical advice and assistance, is authorized and available. The second, more easily discerned and obtained, are services of a business nature such as housekeeping and maintenance.
3. The Agency is not lacking in the degree of services, assistance and support provided employees, but the employees general unfamiliarity with these services results in concern and frustration. Often an employee makes several contacts before a knowledgeable office is found that can respond to the employees questions. And of course, the routine of many offices is interrupted in responding to questions unrelated to the mission of that particular office.
4. ADMAG, in the initial deliberations of the best method in making the desired information available on a broad basis,

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considered the possibility of an "Index of Services" publication containing "everything you wanted to know". The tremendous effort in accumulating the information, preparing, and managing a document of this type became readily apparent and ultimately would still be susceptible to the problems it was designed to replace. An alternative, based on the successful consultative service program in use by the Office of Medical Services, has captured the attention of the ADMAG members and we have concluded this technique would meet the sought after solution. This method would simply entail the publication of consultative service telephone numbers for each Office in the widely available Agency telephone directory.

5. ADMAG recommends the DDA implement a consultative service program to more efficiently handle employee questions. The following are suggested actions:

a. Request each Office Head to identify a key position within the Office that has the overall knowledge to respond to employee queries and to direct the employee to the responsible sub-Office. In some Offices, it may be desirable to identify several specific positions, covering the most frequently requested information and services. This would be supplemented by an information telephone number for unlisted services.

b. Dedicate a page in the Agency telephone directory for the publication of this information.

This section, titled "Consultative Services",

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would list each major Office and the associated information developed for this purpose. This page should have a statement referring the employee to the functional directory in the telephone directory for normal day-to-day business related services.

c. Publish an employee bulletin describing the establishment of the consultative information section in the directory.

ADMAG Members

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